



## **Zoning & Code Enforcement Department**

Ed Hetherington, Code Enforcement Officer

Deanna Kline, Zoning Officer

56 East Main Street

Trumansburg, NY 14886

Phone: 607-387-6501

Fax: 607-387-5806

Zoning Email: [zoning@trumansburg.ny.us](mailto:zoning@trumansburg.ny.us)

Building Email: [trumansburgcode@yahoo.com](mailto:trumansburgcode@yahoo.com)

## **Zoning and Building Permit Application Process Guide**

### **Applying for and obtaining a Zoning and/or Building Permit**

The Village of Trumansburg has a Zoning Ordinance, which regulates where and what you can build or place on your property. Additionally, the Village enforces the Building Code of New York State, which regulates how a structure is constructed.

When doing any type of construction, renovating, remodeling, or changing the use on your property or within your home or business, please contact **Deanna Kline**, Village Zoning Officer and/or **Ed Hetherington**, Village Code Enforcement Officer to discuss your project. They will assist you through this process. Many of these projects require that you fill out an application for a Zoning and Building Permit and pay the appropriate fee(s).

We at the Village strive to make this process go smoothly for you and your project. Please know that all projects must complete the Zoning Application in addition to the Building Permit Application.

The Zoning and Building Permit Applications (with appropriate fees) may be submitted at the same time, but the building permit application will not be reviewed nor issued prior to the Zoning Officer issuing the Zoning Permit. **Please allow a minimum of 10 business days for your permits to be processed.** Work cannot commence until permits have been issued.

**Important Permit Application Information:**  
***Read before signing***

1. Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Office and must conform to the New York State Fire Prevention and Building Code, the Zoning Code of The village of Trumansburg, and all other applicable codes, rules or regulations.
2. It is the owner's or authorized agent's responsibility to contact the Code Enforcement Office at the above listed phone numbers at least 48 hours before the owner wishes to have an inspection conducted. More than one inspection may be necessary. This is especially true for "internal work" which will be eventually covered from visual inspection by additional work (i.e. electrical work to be covered by a wall) **DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF SUCH "INTERNAL WORK" HAS NOT BEEN INSPECTED.** Otherwise, work may need to be removed at the owner or contractor's expense. Close coordination with the Code Enforcement Office will greatly reduce this possibility.
3. OWNER HERBY AGREES TO ALLOW the Code Enforcement Office to inspect the sufficiency of the work being done pursuant to this permit, **provided however, that such inspection(s) is (are) limited to the work being conducted pursuant to this permit and any other non work-related violations which are readily discernible from such inspection(s).**
4. New York State law requires contractor's to maintain Worker's Compensation and Disability Insurance for their employees. No permit will be issued unless a currently valid Worker's Compensation and Disability Insurance Certificates are attached to this application or are on file with the Village of Trumansburg Code office. If the contractor believes he/she is exempt from the requirements to provide Worker's Compensation and/or Disability Benefits, the contractor must complete one of forms: WC/DB-100, WC/DB-101 attached hereto. A homeowner must complete BP-1 (3/99) if involved in construction.
5. A Certificate of Occupancy or Certificate of Completion is required, the structure shall not be occupied until above certificate has been issued.
6. Work undertaken pursuant to this permit is conditioned upon and subject to any state and federal regulations relating to asbestos material.
7. This permit does not include any privilege of encroachment in, over, under, or upon any street, road or right-of-way.
8. The building permit card must be displayed so as to be visible from the street nearest to the site of the work being conducted.

9. All work shall be performed in accordance with the construction documents submitted and accepted as part of the application. The Village of Trumansburg Code Enforcement Office shall be notified immediately in the event of changes occurring during construction.

I, \_\_\_\_\_, the above-named applicant, hereby attest that I am the lawful owner of the property described within or am the lawful agent of said owner and affirm under the penalty of perjury that all statements made by me on this application are true.

**X** \_\_\_\_\_

**Date:** \_\_\_\_\_

# PROCEDURE

The Building Permit process is governed by the review of the New York State Uniform Fire Prevention and Building Code. Required information is necessary to adequately determine compliance with the regulations.

## **Please NOTE:**

Construction Documents with NYS Architect or Professional Engineer Stamp Plans are required for any Project **over 1500 Square feet and/or more than \$20,000** in value, or a shed 144 Square feet or more, or any extension of the Electric, Plumbing or Heating Systems (including Solid Fuel Burners and chimney work).

All must go to the Zoning Officer, Deanna Kline, first for review, then the application goes to the Building and Code Enforcement Officer, Ed Hetherington

1. Determine type of Permit needed for your project.
  - a. Construction/Alterations/Additions/Remodeling/Renovation/Solid Fuel Burner
  - b. Demolition
  - c. Excavation
  - d. Sign
  - e. Use
  - f. Occupancy
2. Obtain a respective Permit Application Packet from the Village office or download from Village Website.
3. Read over all enclosed instructions. Should you have any questions prior to submittal, please contact the Zoning Officer and/or Code Enforcement Official.
4. Fill out entire Application Packet and return completed packet to Village Hall with required fees (see attached fee schedule) and all required items (see attached checklist).
5. Allow a minimum of 10 days for each permit approval. Do **not** start your project before you receive your permits. No excavation may begin until permits have been issued.
6. Once approved permits are issued, project may commence. Otherwise, a Stop Work order will be issued and possible fines enforced.
7. If required, you must schedule inspections of project with respective official.
8. If an application is denied, you will be informed of your options to revise or appeal the denied application.

**The following must be submitted/completed in order to  
begin any project work:**

1. All necessary applications must be completed and signed in all the required locations.
2. Proof of Workers Compensation coverage, NYS DBL coverage and Liability Coverage.
3. Provide a detailed written description of your proposed change(s) in land use, existing structures, new structures, occupancy, or any improvements to the land. Including 2 sets of Stamped Plans if required.
4. Provide a SITE LOCATION PLAN drawn to scale depicting the LOCATION and DIMENSIONS of ALL existing structures, existing driveways, existing fences, ALL proposed structures, proposed driveways, proposed fences, property boundary dimensions, etc.
5. Indicate on Site Location Plan the scale used.  
Typical scale for a residential proposal is 1 inch = 20 feet (1"=20')
6. Attach any other letters or comments that may be helpful in explaining your proposal.
7. If applicant is NOT the property owner, the signature or Letter of Authorization is required from the property owner.
8. Any additional documents required by the Zoning Officer or Code Enforcement Official.

## **Additional INFORMATION**

### **Phone Numbers You May Need**

Dig Safely NY—must be contacted prior to anydigging	800-962-7962
Atlantic-Inland, Inc (Electric Inspection)—Ken Manzari	315-497-0672
Atlantic-Inland, Inc. (Electric Inspection)—Chris Fillinger	607-272-5873
New York Board of Fire Underwriters (Electric Inspection)—Chas Bruner	800-287-5161
Commonwealth Electrical Inspections—Bruce Horncastle	607-347-4680
Trumansburg Fire Dept.	607-387-7131
Village of Trumansburg Department of Public Works—Bruce Vann	607-387-5618

Please see your Insurance agent for Workers Compensation Law information and forms. The proper form (Accord Form is not acceptable) must be submitted with the application or before work of any kind starts.

### **ZONING Board of Appeals**

Should your application proposal not meet our Zoning Requirements, upon denial of your application, you have the right to appeal to the Village Zoning Board of Appeals. This appeal is a public hearing and all surrounding property owners must be notified of hearing.

This five-member board meets once a month on the fourth Mondays of each month as needed. Special meeting requests are not accepted due to the necessary time to advertise for the public hearings.

# CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

TABLE RR301.2(1)

<u>Ground Snow Load</u>	<u>Wind Speed</u>	<u>Seismic Design Category</u>	<u>Weathering</u>	<u>Frost Line Depth</u>	<u>Termite</u>	<u>Decay</u>	<u>Winter Design Temp</u>	<u>Ice Shield Underlayment Required</u>	<u>Flood Hazard</u>	<u>Carbon Monoxide Detector Required</u>
45 psf (i)	90 mph (e)	B (g)	Severe (a)	42" (b)	Moderate To heavy (c)	Sight To Moderate	-2F f)	24' from the interior inside wall	See Village Flood Maps(h)	Required as of April 2003

For the Village of Trumansburg, Tompkins County, New York State

This information provided to help you with building your structure. See Code Officer for any questions you may have.

For SI: 1 pound per square foot = 0.0479 kN/m.02,  
1 mile per hour = 1.609 km/h.

a. Weathering may require a higher strength concrete or grade of masonry than necessary to satisfy the structural requirements of this code. The weathering column shall be filled in with the weathering index (i.e., "negligible," "moderate" or "severe") for concrete as determined from the Weathering Probability Map [Figure RR301.2(3)]. The grade of masonry units shall be determined from ASTM C 34, C 55, C 62, C 73, C 90, C 129, C 216 or C 652.

b. The frost line depth may require deeper footings than indicated in Figure RR403.1(1). The jurisdiction shall fill in the frost line depth column with the minimum depth of footing below finish grade.

c. The jurisdiction shall fill in this part of the table with "very heavy," "moderate to heavy," "slight to moderate," or "none to slight" in accordance with Figure RR301.2(6) depending on whether there has been a history of local damage.

d. The jurisdiction shall fill in this part of the table with "moderate to severe," "slight to moderate," or "none to slight" in accordance with Figure RR301.2(7) depending on whether there has been a history of local damage.

e. The jurisdiction shall fill in this part of the table with the wind speed from the basic wind speed map [Figure RR301.2(4)]. Wind exposure category shall be determined on a site-specific basis in accordance with §RR301.2.1.4.

f. Refer to Table RN1101.2, "Winter Design Dry-bulb Temperature" column.

g. The jurisdiction shall fill in this part of the table with the Seismic Design Category determined from §RR301.2.2.1.

h. The jurisdiction shall fill in this part of the table with (a) the date of the jurisdiction's entry into the National Flood Insurance Program (date of adoption of the first code or ordinance for management of flood hazard areas), (b) the date(s) of the currently effective FIRM and FBFM, or other flood hazard map adopted by the community, as may be amended.

i. See Figure RR301.2(5) for ground snow loads.

Please make any notations concerning your project for your future reference.  
Things such as reminders you may need to refer to in the future.

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## PERMIT FEE SCHEDULE

All checks must be made payable to "Village of Trumansburg"  
Cash must go directly to the Village Clerk.

### **Building Permit Fees** as follows:

Floor area shall not include basement, non-inhabitable space but shall include garage or carport.  
Floor area based on interior dimensions of the building and all floors will be calculated.

### **Residential--**

#### **A) One & Two Family Dwelling: New Construction**

Up to 1,000 Square Feet of floor area	\$100
Over 1,000 Square feet & up to 2,000 Square Feet	\$200
Over 2,000 Square feet & up to 3,000 Square feet	\$300
Over 3,000 Square feet	\$400

#### **B) Repairs, Additions or Alterations [A1 or A2]**

Minimum of \$25.00 plus \$2.00 per \$1,000 of estimated cost.

### **Multiple Housing [3 units or more]**

#### **A) New Construction**

Minimum plus \$2.00 per \$1,000 of estimated cost.

#### **B) Repairs, Additions or Alterations**

Minimum of \$50.00 plus \$2.00 per \$1,000 of estimated cost.

### **Accessory Buildings for Residential Occupancy**

Minimum \$20.00 plus \$2.00 per \$1,000 of estimated cost.

### **Commercial Property**

#### **A) New Construction Business or Mercantile [C1 or C2]**

Minimum \$200 plus \$.06 per square foot of floor space.

#### **B) New Construction Industrial or Storage [C3 or C4]**

Minimum \$200 plus \$.06 per square foot floor area based on 14' ceiling height.  
Additional \$.12 per cubic foot calculated on volume in excess of 14' ceiling.

#### **C) Repairs, Additions or Alterations**

Minimum \$100 plus \$2.00 per \$1,000 of estimated cost.

**Occupancy Change**—Minimum \$25 plus \$2.00 per \$1,000 of estimated cost.

**Demolition**—Minimum \$25 plus \$2.00 per \$1,000 of estimated cost.

### **Solid Fuel Appliances (Wood, Pellet, Corn, Gas, LP and other fuel)**

\$30.00 application fee. (Appliance & chimney must be inspected by Code Officer)

**Renewal of Lapsed Permits**--\$15.00 renewal fee.

**Buildings of mixed occupancy:** Fee is calculated as the sum of the two occupancy fees calculated separately.



## ZONING FEE SCHEDULE

All checks must be made payable to "Village of Trumansburg"  
Cash must go directly to the Village Clerk

### **ZONING Fees as follows:**

- 1) Zoning Review of Permit Application: \$25
- 2) Sign Permit: \$25 + \$1 per square foot of signage
- 3) Zoning Board of Appeals Application: \$50
- 4) Planning Board Application: \$50
- 5) Subdivision Application: \$50
- 6) Special Permit: \$50

## Plot Plan

### Information to be shown:

- 1] Dimensions of lot. May use a separate sheet and attach to this application.
- 2] Distance of structure from: **a]** Road, **b]** Both sides of lot property lines, **c]** Rear of lot **d]** Other structures
- 3] North Arrow
- 4] Dimensions of Building, Location of proposed structure(s) or addition(s).
- 5] Names of bordering neighbors.
- 6] Set Back of neighbors.
- 7] Street name and number.
- 8] Show existing structures in contrasting lines.

Diagram

I, Hereby Certify that the structure for which this Permit will be issued, or has been issued, will be built or has been built, according to the latest Standards of the New York State Uniform Fire Prevention and Building Code, and FURTHER, I **HEREBY CERTIFY that the required inspections will be requested and scheduled, with 48 hours notice.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

List of contractors working on your project

**Name:** \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: Business: \_\_\_\_\_ Cell: \_\_\_\_\_  
Type of work doing: \_\_\_\_\_

Is contractor insured? \_\_\_\_\_

**Contractor must provide a certificate of insurance for Workers Compensation and NYS DBL**

**Name:** \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: Business: \_\_\_\_\_ Cell: \_\_\_\_\_  
Type of work doing: \_\_\_\_\_

Is contractor insured? \_\_\_\_\_

**Contractor must provide a certificate of insurance for Workers Compensation and NYS DBL**

**Name:** \_\_\_\_\_  
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Address: \_\_\_\_\_

Phone: Business: \_\_\_\_\_ Cell: \_\_\_\_\_  
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